

APPENDIX P

AT&T's
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NUMBER OF PAGES 3

(INCLUDING COVER SHEET)

DATE _____

Please contact Sender if transmission is not completed.

COMMENTS: _____



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BEST AVAILABLE COPY

ACCESSING THE DATABASE

To log onto the CIC On-Line Catalog, you must have an assigned Login ID. If you do not have a Login ID, please call 317-322-6491.

To log on to the database, follow the instructions below. The CIC Catalog will automatically be accessed when login is complete.

DATAKIT Users

At the Destination prompt, enter:

ip/cic/nik1.telnet.

(800)45-6759

Upon connecting, you will be prompted to enter your login ID, password, and terminal type. Acceptable terminal types include 4410, VT100, 5425, ANSI, TTY, KayPro, TEL, PT510 and many others. If you have questions about your terminal, please call 317-322-6491.

Be sure your Caps Lock and Num Lock keys are off!

RETURNING TO MAIN THE SYSTEM

After logging in, the first screen display is the main function screen. You begin your keyword search at this screen and return to this screen to do new searches. At the prompt you type in search terms. To illustrate, let's assume we are searching for document listings about electronic mail. After typing in the words, press the RETURN key.

The screenshot shows a terminal window with the following text:

```

SEARCH RESULTS
=====
1. 1984-03-10 10:10 15124872280
2. 1984-03-10 10:10 15124872280
3. 1984-03-10 10:10 15124872280
4. 1984-03-10 10:10 15124872280
5. 1984-03-10 10:10 15124872280
6. 1984-03-10 10:10 15124872280
7. 1984-03-10 10:10 15124872280
8. 1984-03-10 10:10 15124872280
9. 1984-03-10 10:10 15124872280
10. 1984-03-10 10:10 15124872280
=====

```

The system will locate all documents that have both the word electronic and mail in either the title or description. The key words do not have to be in specific order, nor even in the same sentence. In this instance, the system has located six document listings that have the words electronic and mail. (If there are more listings than the screen can hold, pressing the RETURN key repeatedly will automatically scroll you forward through the listings.)

To see the full record for a document, simply type the record number (1-6 in the example above) followed by the return key.

The sections below the dashed line reflect the commands you can use to maneuver through the screens. See separate page for descriptions of commands.

All commands must be followed by the RETURN key.

The screenshot shows a terminal window with the following text:

```

=====
1. 1984-03-10 10:10 15124872280
2. 1984-03-10 10:10 15124872280
3. 1984-03-10 10:10 15124872280
4. 1984-03-10 10:10 15124872280
5. 1984-03-10 10:10 15124872280
6. 1984-03-10 10:10 15124872280
7. 1984-03-10 10:10 15124872280
8. 1984-03-10 10:10 15124872280
9. 1984-03-10 10:10 15124872280
10. 1984-03-10 10:10 15124872280
=====

```

The screenshot shows a terminal window with the following text:

```

=====
1. 1984-03-10 10:10 15124872280
2. 1984-03-10 10:10 15124872280
3. 1984-03-10 10:10 15124872280
4. 1984-03-10 10:10 15124872280
5. 1984-03-10 10:10 15124872280
6. 1984-03-10 10:10 15124872280
7. 1984-03-10 10:10 15124872280
8. 1984-03-10 10:10 15124872280
9. 1984-03-10 10:10 15124872280
10. 1984-03-10 10:10 15124872280
=====

```

The full record screen typically includes title, price, page count (if available), issue number, issue date, security class, stock/non-stock classification, and a short synopsis (if available). To return to the previous screen, type "=" and press the return key.

To start a new search, type a period "." to return to original screen.

The screenshot shows a terminal window with the following text:

```

=====
1. 1984-03-10 10:10 15124872280
2. 1984-03-10 10:10 15124872280
3. 1984-03-10 10:10 15124872280
4. 1984-03-10 10:10 15124872280
5. 1984-03-10 10:10 15124872280
6. 1984-03-10 10:10 15124872280
7. 1984-03-10 10:10 15124872280
8. 1984-03-10 10:10 15124872280
9. 1984-03-10 10:10 15124872280
10. 1984-03-10 10:10 15124872280
=====

```

In the previous example, the phrase electronic mail was used. If we had typed electronic only, the screen would have been like the one to the left, retrieving 814 documents for viewing. The set can be reduced by adding additional terms -- one or more at a time -- and pressing the return key after each.

LOGGING OFF

Type q followed by a carriage return anywhere in the system to log out. The system will ask for any comments you might have about the On-Line Catalog. If you choose to comment, typing a PERIOD "." on a separate line will end your session. If you choose not to comment, you can just type the PERIOD "." followed by the return key.

COMMANDS

Return to main screen to start a new search.

Move forward/back in display. The sign can be followed by a number to move forward or backward a specific number of screens. Press the PAGE DOWN key will also advance you in the display.

Modify present display. This command will take you back to screen #4 (see above) where you can reduce the set by adding key words.

Print present display... this command does not work

Type in record number and press return to see full display of item.

Give additional help. This command illuminates a screen that explains the commands at the bottom of the screen and explains how to exit the system.

Put up brief displays. This command is used when you are looking at a full record and would like to return to the abbreviated listings of documents

Quit

Back aw screen

All commands must be followed by the RETURN key.

TRUNCATION

Use the truncation "*" symbol to retrieve all key words beginning with a specific string of characters. For example, the term **admin** will return all key words starting with **admin** including **Administrator**, **Administration**, **Administer**, etc.

The "*" symbol can also be used as a wildcard character where spelling of a term is uncertain. For example, we would retrieve **man**, **man**, **man**, **man**, etc.

Always use the truncation "*" symbol when searching by document number, even if you only want a few numbers. Many documents have suffixes at the end of the number and the use may not be apparent. For example, 555006217 and 555006217.1 and 555006217.ABET.

Use the file "*" symbol to search for a range of numbers. For example, 225000000-225000000 will retrieve all document listings that have a document number in the specified range.



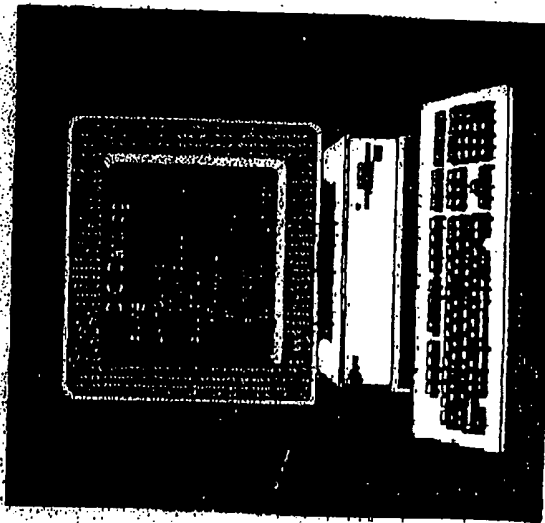
Customer Information Center On-Line Catalog

To receive a Login ID, call
1-800-432-6600
please have your
billing information available

For Technical Assistance, please call
1-317-432-6491



CUSTOMER INFORMATION CENTER ON-LINE CATALOG REFERENCE GUIDE



Welcome to AT&T's Customer Information Center (CIC) On-Line Catalog. We hope that you will find the On-Line Catalog easy and convenient to use.

The CIC On-Line Catalog is comprised of over 380,000 document listings including AT&T Practices, product manuals, engineering drawings, user guides, installation manuals, books, brochures, newsletters, telephone directories, and many miscellaneous items.

This guide provides general information about the CIC On-Line Catalog, as well as step-by-step instructions on using the database to find exactly what you need. You will find the On-Line Catalog to be easy to use once you've mastered just a few simple commands.